

General Event Guidance

Legal Requirements, Essential Arrangements and Contacts

This Guidance has been compiled to provide information to Event Organisers, to set out the timescales for applications and to provide contact details for the various organisations who may be best placed to assist.

1. The Organiser

2. Key Timescales

3. Licences, Permits Etc.

3.1 Public Entertainment Licence

3.2 Liquor Licence

3.3 Street Traders Licence

3.4 Small Society's Lottery Registration

3.5 Exempt Lotteries

3.6 Sound Recording Copyrights

4. Trading Standards Issues

4.1 Trading Standards

4.2 Age Restricted Products

4.3 Fireworks

4.4 Counterfeit Alert – Warning

4.5 Fair Trading and safety

4.6 Weights & Measures

5. Health & Safety Issues

5.1 Health & Safety

5.2 Fire Safety

5.3 Food and Drink Safety

5.4 Noise Nuisance

5.5 Waste Management

5.6 E-Coli

5.7 Smoking Prohibition

6. Building Standards Issues

6.1 Building Standards

6.2 Temporary Raised Structures/Platforms

6.3 Structural Stability

6.4 Access for the Disabled

7. Traffic Management

7.1 Traffic Management and Road Safety

7.2 Temporary Traffic Orders/Road Closures

7.3 Parking Arrangements (On and Off Street)

7.4 Temporary Traffic Signs

7.5 Damage to Road Surface

7.6 Statutory Undertakers

8. Other Important Topics

8.1 Risk Management/Insurance Requirements

8.2 Working with Children & Young People

8.3 Data Protection

8.4 Publicity

9. Contacts

9.1 Other Contacts

1. THE ORGANISER AND/OR COMMITTEE

As an Event Organiser you must be aware of your legal responsibilities and it is essential that you liaise with:

Moray Council Services such as Environmental Health, Waste Management, Planning, Building Standards and the Emergency Planning Unit

Police Scotland

Scottish Fire and Rescue

Public Transport (where applicable)

Local residents

Your aim when organising an event must be to protect the health, safety and welfare of everyone working at, or attending the event. It is beneficial to have sufficient skills, knowledge and experience however, where the management of events is felt to be beyond your own limitations of expertise, specialist advice/assistance should be sought.

There are a limited range of activities where it is appropriate for Police Scotland to make charges to individuals or organisations to recover costs. A charge level assessment may be carried out by Police Scotland. Further details can be obtained from Police Scotland.

2. KEY TIMESCALES

Time before Event	Action Point
months	<ul style="list-style-type: none">• If your event is a large or high risk event, planning and notification should begin at least a year in advance.• Submit a draft Basic Event Safety Plan to ldsadmin@moray.gov.uk• This will be circulated to Police Scotland, the Scottish Fire and Rescue Service, the Scottish Ambulance Service and relevant local authority departments.• Once the draft Basic Event Safety Plan has been reviewed you will be advised about the level of additional detail required and if a multi-agency Safety Advisory Group needs to be convened.• The Basic Event Safety Plan should be amended to take account of the advice from agencies/services before submission of the Public Entertainment Licence application.
4 months	<ul style="list-style-type: none">• Lodge the Public Entertainment Licence application with Licensing for the area where the event will be. (Fee dependent on attendance and charitable status)

3 months	<ul style="list-style-type: none"> Lodge Small Society Lottery permission application with Licensing if required (Fee £40.00)
8 weeks	<ul style="list-style-type: none"> Lodge Public Procession Permission with Licensing if required. (Free of Charge) Catering details to be forwarded to Environmental Health at EHlicensing@moray.gov.uk
6 – 8 weeks	<ul style="list-style-type: none"> Lodge Occasional Liquor Licence application with Licensing (if required) (£10.00 per application) Lodge Street Trader's Licence application with Licensing (if required) (£357.00 per licence)
4 weeks	<ul style="list-style-type: none"> Obtain Temporary Structure Licence from Building Standards Contact Waste Services
3 weeks	<ul style="list-style-type: none"> Obtain Temporary Traffic Restriction Orders from the Roads Service (please note that this should be 4 weeks in advance if the Temporary Traffic Restriction Order will be for more than 5 days) (Fee dependent on event type Commercial (Admission Charges and Stallholder Fees) it will be £175.00, Community Events (Mass Events/Free Access) - £88.00)
AFTER THE EVENT	<ul style="list-style-type: none"> Post Event Multi Agency De-Brief Meeting as required.

Requirements for Licences, Permits, Certifications & Closure Orders

Most events will require licences, permits, certifications and/or closure orders obtained from the council.

Application forms and guidance relating to licensing issues can be downloaded from the council website or alternatively application forms can be sent to you by contacting Licensing.

You must supply the name of a responsible person when you are applying for licences, permits etc. but you may also be asked to submit a list of contacts for various aspects of your event, particularly larger events. Details of fees payable for civic licensing applications are available on our website.

3. LICENCES, PERMITS ETC.

To apply for any of the following licences please see the licensing section on our website.

3.1 Public Entertainment Licence

The council adopted a resolution to licence events and activities from Dec 2017. Please note that a licence is required even where the entry to the event is free of charge.

Different timescales and requirements may apply for making an application for a public entertainment licence depending on the size and nature of your event. Please see our guidance on Public Entertainment Licensing.

Please note that any fairground equipment (excluding inflatable play equipment) or any circus operating at a larger event always require their own public entertainment licence separate to that of the main event.

3.2 Liquor Licence

Where alcohol is to be sold at your event you will require an occasional licence.

Any premises licence holder, personal licence holder or voluntary organisation can apply for an occasional licence. An occasional licence permits the licence holder to sell alcohol on non-licensed premises.

An event may require multiple occasional licences e.g. a company selling alcohol from a trade stand at an event will require to apply for an occasional licence to cover their stand as well as any beer tent or marquee dance.

Please see our website for more information on occasional licences.

Please note that off sales are only available between 10am and 10pm.

3.3 Street Trader's and/or market operators Licence

Should any person be selling any articles from a kiosk, vehicle or stall that person may require a street trader's licence.

A street traders licence is not be required where a Market Operators licence is held, as this licence covers all of the traders within the "Market". However please note that the legislation allows for the following exemptions:

2)A market operator's licence shall not be required for carrying ; on either of the following (a)functions held by charitable, religious, youth, recreational, community, political or similar organisations;

If your event falls into one of these categories you will not require a licensee for a market at the event.

3.4 Small Society's Lottery Registration

A small society's lottery means a lottery promoted on behalf of a society which is established and conducted wholly or mainly for one or more of the following purposes:

- a) charitable purposes
- b) participation in or support of athletics, sports or cultural activities; and
- c) purposes which are not described in paragraph (a) or (b) above, but are neither purposes of private gain nor purposes of any commercial undertaking

The total value of the lottery/lotteries per year must not exceed £250,000 and no prize shall exceed £25,000. No ticket shall cost more than £2 per ticket.

Lottery tickets require to be printed with the name of the society, the name and address of the promoter and the date of the lottery. Each ticket must also state that Moray Licensing Board is the body holding the registration number and must quote the registration number.

3.5 Exempt Lotteries – not requiring a Small Society's Lottery Registration

These lotteries should be promoted at exempt entertainment and the lottery should be incidental to the event. Exempt entertainment includes:

- Fetes, dinner dances, coffee mornings, school events and sporting events.
- The following rules apply:
- Tickets can only be sold on the day.
- There must be no money prizes.
- The result must be drawn on the day and on the premises.
- A limit of £250 can be spent on prizes and can include liquor.
- The lottery must not be the primary reason for the event.

3.6 Sound Recording Copyrights

There are two separate copyrights in a sound recording. The copyright in the lyrics and composition are owned by the author and music publisher and this used to be administered by the Performing Rights Society (PRS) for Music. The copyright in the performance and sound recording are owned by the performers and record company and administered by Public Performance Licence (PPL).

Performing Rights Society (PRS)

A public performance occurs whenever sound recordings are played outside the domestic and family circle. Whenever, a sound recording is played in a commercial environment, even if only one person can hear it, it becomes a public performance and a fee is payable to PPL.

There is a variety of Tariffs for the public use of sound recordings in a variety of settings.

Whether you are playing the radio, CDs or using a more specialist music service provided by a PPL licensed supplier you are required by law to have a PPL licence for playing music in public.

Information and appropriate licence advice can be found here <https://pplprs.co.uk/>

4. TRADING STANDARDS ISSUES

4.1 Trading Standards

The council is responsible for enforcing the law and regulations that govern the goods and services that may be available for hire or sale at your event. Trading Standards Officers investigate fraudulent and illegal trade practices to ensure a safe and fair trading environment for consumers and businesses alike. Event Organisers must ensure that stallholders are made aware of the need to comply with consumer legislation. Further information can be found in the Trading Standards Service section on our website.

4.2 Age Restricted Products

The following products can often be found on sale at organised events but should only be available to specific age groups e.g. cigarettes, alcohol, tobacco products, lighter refills, DVDs, CDs, computer games, instant win cards, offensive weapons including knives.

Event Organisers and stallholders should contact trading standards or the police for further information and advice on the specific age restrictions.

Any business retailing tobacco products must be on the Scottish Tobacco Retailer's Register.

4.3 Fireworks

For public safety, firework displays should be restricted to professional operators and recognised firework societies. All displays must be organised in accordance with council guidelines and guidance issued by the Health and Safety Executive.

There is a legal requirement to assess the risks of storing fireworks at your location. A risk assessment checklist is available from the HSE website.

The Fireworks (Scotland) Regulations 2004 impose a “curfew” on the use of fireworks between 23:00 and 07:00 the following day (the night hours). Local authorities are empowered to grant dispensations permitting the use of fireworks at night by persons and for purposes identified in the Regulations.

All fireworks must comply with BS7114. In addition it is an offence for anyone, other than a firework professional (for professional displays), to possess category 4 fireworks. Note: category 2 & 3 fireworks will display a label stating they comply with BS7114.

It is also an offence to sell fireworks to anyone less than 18 years of age.

If you intend to store fireworks you will require to be registered or obtain a licence from Trading Standards. There are some circumstances where an exemption will apply.

4.4 Counterfeit Alert – Warning

Dealing in counterfeit goods is a criminal offence. The penalties range from fines to ten years imprisonment. Trading Standards Officers have the powers to seize suspect articles and prosecute manufacturers, wholesalers and retailers. Counterfeit goods are often sub-standard and safety defects can result in damage to property, personal injury and/or death.

4.5 Fair Trading and Safety

Trading Standards can offer support and advice to Event Organisers and stallholders on legislation relating to the sale and supply of goods and services to consumers. Statutory requirements cover areas such as: false descriptions, trademarks, pricing, textile labelling, safety and the quality of goods.

4.6 Weights and Measures

Organised events may involve the sale and supply of food and drink. It is the responsibility of Trading Standards Officers to enforce the requirements of the Weights and Measures Act 1985. Officers may visit events and test the accuracy of any weighing or measuring equipment used e.g. scales at a farmers market and optics at public bars.

5. HEALTH AND SAFETY ISSUES

5.1 Health and Safety

You are responsible for complying, where applicable, in terms of the Health and Safety at Work Etc. Act 1974 (as amended), for the health, safety and welfare of people attending the event as well as employees, contractors and sub-contractors. Where the event is to be held on council property or land, you should consult with the council’s key contact as early as possible and provide a risk assessment, in advance of the event, containing a detailed list of planned activities, the risks involved with those activities and any planned measures to minimise those risks.

5.2 Fire Safety

The Fire (Scotland) Act 2005, as amended, introduced changes to fire safety law in Scotland. The Act places a duty on employers, employees, managers, owners and others in relation to fire safety. The Scottish Government has produced guidance in the form of the Practical Fire Safety Guidance for Places of Entertainment and Assembly to assist those who have responsibility for ensuring fire safety in places of entertainment and assembly in Scotland.

Fire can pose a serious risk to persons attending events and Event Organisers are responsible for fire safety at their event. Event Organisers should familiarise themselves with this guidance.

The Scottish Fire and Rescue Service will insist that there is a fire risk assessment in place in relation to the event, which should be a separate document to the Event Safety Plan.

The Scottish Fire and Rescue Service should be consulted in the early stages of planning event and the fire risk assessment reviewed at regular intervals leading up to the event.

5.3 Food and Drink Safety

Food poisoning is at best unpleasant and at worst extremely hazardous to health, particularly for the elderly and the young. It is preventable by following some simple rules and planning ahead. An outline of the types of catering facilities should be forwarded to the Environmental Health Officers, as early as possible in advance of the event so they can provide you with more detailed information on what is required in relation to compliance with food safety legislation. All Food traders on site will require to be registered in terms of EC regulation 852/2004 and comply with the Food Safety Act 1990.

Private Water Supplies

If it is proposed to utilise water from a private source for drinking, catering or washing, including hand washing in toilets, then the supply must be on the council's records, have been risk assessed and be in regular use. Additionally suitable microbiological treatment requires to be provided at the event site to treat the water. (Note suitable microbiological treatment means an ultra-violet or equivalent system sized to cope with the expected usage). The water supply, including microbiological treatment plant shall be in place at least 5 working days before the event and the Environmental Health Service notified at that time in order that they may sample the water. The cost of the analysis will require to be borne by the licence holder.

5.4 Noise Nuisance

Environmental Health Officers have a duty to respond to complaints of noise nuisance and can serve an enforcement notice to abate the noise under the Environmental Protection Act, 1990, if the noise is found to be causing a nuisance to local residents. The Health and Safety Executive has produced a 'Sound Advice' leaflet providing guidance on the control of noise.

As an Event Organiser, you must at all times have regard to environmental noise concerns, by taking into account whether the venue is suited to the type of event being proposed, by being aware that noise from many different sources can occur during an event and may cause undue disturbance to local residents and neighbouring properties.

The size of the event and the nature of the entertainment will dictate the type of disturbance that will arise and by contacting your local Environmental Health Officers in advance of the event, officers will be able to provide advice/information specific to your event on the control of noise nuisance.

5.5 Waste Management

Duty of Care

You must take responsibility for appropriate waste management and ensure that the site is cleared of any litter both during and after the event.

Waste arising from an event is classed as controlled waste and as such must comply with the Duty of Care as set in the Environmental Protection Act 1990. This includes the requirement to produce a Waste Transfer Note which will detail what the waste is, where it came from, and who collected it.

Waste (Scotland) Regulations 2012

From January 2014 the new Waste (Scotland) Regulations 2012 requires all producers of controlled waste to take “all reasonable steps to ensure the separate collection of dry recyclable waste” and the same will also apply to food waste. This applies to waste produced by events. There may be certain exemptions to some of this requirement depending on the event and its location, please contact the Trade Waste Team at

Moray Council by e-mail at : waste@moray.gov.uk for further details.

Waste Collection Services

Whilst the council can provide a waste and recycling service for events, including hire of bins, etc. (which is usually chargeable), this service may also be provided by a private contractor if you wish.

Consideration should be given to the costs associated with waste and recycling at events. If commercial stallholders are to be invited, particularly food and drink stalls, then it would be advisable to recover some of the costs of the waste collection services as part of their pitch fee. Charges for waste services are generally based on the amount generated, so any steps that can be taken to reduce the amount of waste produced will also usually reduce the cost.


Waste Management Plan

It is advisable to produce a waste management plan for events. This will include details of which wastes are likely to occur, how they will be handled, and by whom. It should also include details of where the waste and recycling facilities will be located on a site layout plan, stewarding/monitoring arrangements and any steps that have been taken to try to reduce the amount of waste produced. For small events this may only be a one page document but for larger events this would need to be more comprehensive.

This document fully details all of the issues surrounding management of waste at events, but as a minimum, we **strongly** recommend that recycling and waste containers are always located together to ensure convenience and reduce the risk of contamination.

Promotion and Awareness

People are generally well aware of recycling at home, however, recycling out and about (or also known as “Recycling on the Go”) is a newer concept to people and it may take time and effort to get it right. Some steps that can be taken are:

-  Appoint stewards/monitors who can keep an eye on the bins and ensure they are not abused (this could be as part of other duties or as a dedicated role).
- Use posters to promote recycling at the event – these could be given to stallholders (again, particularly those selling food and drink) to display at their stalls.
- Arrange for reminder messages to be tannoyed throughout the day.
- Put information in the event programme/catalogue.

5.6 E-Coli Controls

Prior to the Event

a) At least 3 weeks prior to the event, all livestock shall be removed from areas to be used during the licensed event. All obvious animal droppings shall be removed and disposed of hygienically.

b) Grassed areas on which animals have been in contact shall be closely mown and clippings collected and disposed of hygienically. These areas shall remain free from livestock leading up to the event.

After the Event

c) All obvious animal droppings shall be removed and disposed of hygienically.

d) Grassed areas on which livestock have been in contact shall be closely mown immediately after the event and cuttings collected and disposed of hygienically.

e) Grassed areas with which livestock have been in contact shall be fenced off for a period sufficient to allow the decay of possible residual *E. coli* 0157 contamination. This period, however, shall not be less than 3 weeks following the event.

f) Warning signs shall be erected at the aforementioned fenced off areas informing members of the public of the risks and instructing them not to enter the said areas.

g) If the land is council owned, the applicant will require to liaise with Moray Council's Principal Land Services Officer regarding the above issues.

General E-coli Controls

h) Hand-washing facilities shall be provided at all penned areas for the duration of the licensed event.

i) Areas where both livestock enter and leave the show ring and over which the public are permitted to walk shall be kept clear of droppings so far as is reasonably practicable.

5.7 Smoking Prohibition

Smoking is prohibited in all indoor places (except residential accommodation) and enclosed public spaces. Vehicles used for business purposes are also affected by the prohibition where it is clear the vehicle is used for business purposes.

Caravans, trailers etc. used exclusively for residential purposes are not covered by the prohibition.

The definition of premises includes any tent, marquee or stall. Shelters, structures etc. are not covered by the prohibition if the opening(s) in the structure have an aggregate area of more than half of the walls. The legislation also requires the display of statutory no smoking signs on premises, structures and vehicles covered by the prohibition.

All parties involved in the event (e.g. the organisers, contractors, franchises, concessions etc.) are obliged to have management arrangements in place for complying with the prohibition.

6. BUILDING STANDARDS ISSUES

6.1 Building Standards

Building standards are concerned in securing the health, safety, welfare and convenience of persons in or about buildings and of others who may be affected by buildings or matters connected with buildings.

Whilst building standards are concerned primarily with permanent buildings, many of their requirements can be applied to temporary buildings and raised structures.

Building standards can also be applied to larger outdoor events where they can be used to ensure raised structures and temporary buildings are structurally safe and to determine exit widths, access facilities for the disabled and the requirements in respect of the number of toilets, including toilets for the disabled.

6.2 Temporary Raised Structures/Platforms

If you intend to erect a temporary grandstand or stage, etc. you should apply to the council for consent.

In applying for this consent you should use the appropriate form.

To allow us to consider your application You should allow sufficient time between the date of applying and the date of the event. Generally this means submitting any applications as soon as possible in the planning process but certainly at least four weeks ahead. This will give the council time to fully consider your application. No structure can be erected until your application has been processed and granted by the council. The council will generally inspect the temporary structure once it has been erected giving you consent for its use.

In considering your application for consent it will be assessed in accordance with the relevant technical and British Standards, and all relevant guidance. Highlighted below are the areas of your proposals which will be considered.

6.3 Structural Stability

You will need to supply appropriate information including drawings and certification that allows the structural stability of your proposals to be verified.

6.4 Access for the Disabled

The measures you put in place to ensure accessibility will have benefits for all. It will help ensure that everyone can attend and participate equally in an event. Your proposals should ensure that at the very least:

- an appropriate number of car parking spaces for the disabled is provided
- there is a suitable access/egress for the disabled
- access for the disabled is provided to any building
- viewing spaces (if appropriate) for the disabled are provided
- toilets for the disabled are provided

Please see How to Organise Inclusive and Accessible Events for further advice.

7. TRAFFIC MANAGEMENT

7.1 Traffic Management and Road Safety

You must take into consideration the access and servicing arrangements for properties, businesses and others along the proposed route for the event. Various forms of transport may be affected by your event such as pedestrians, cyclists, public service

vehicles, taxis, emergency vehicles and disabled access. The costs for traffic management for the event are normally met by the Event Organiser(s).

7.2 Temporary Traffic Regulation Orders/Road Closures

Certain events might require traffic restrictions. These can be implemented by using a Temporary Traffic Regulation Order. The statutory orders are entirely separate from Public Entertainment Licences, although they may be referenced within Event Safety Plans.

Event Organisers should consult with Roads at an early stage to ascertain whether a formal road closure will be required. To apply for a temporary traffic restriction you must complete a Temporary Road Closure Application Form and submit it to the relevant roads office. You must supply as much information as possible including dates, times and the numbers involved. The application must be made in sufficient time to allow the necessary traffic orders to be advertised publicly.

There may be a requirement for signing and barrier provision for the event. It should be noted that the costs of all barriers for pedestrian control (and traffic management) have to be met by the Event Organisers.

Temporary Restrictions for Galas or Sporting Events

“Gala Events” tend to take the form of local parades, street parties or celebrations organised by the local community.

If you are planning a parade or procession as part of your event you will require to lodge an application for a public procession with the Licensing Team. Further information is available on our website.

Low key sporting events with limited numbers of competitors will not normally necessitate a road closure. There is no legal requirement to have a road closure for activities such as walking, running or cycling that are covered by the public right of passage over the road. The erection of any structures in the road in association with such an event would not be covered and would require permission from the roads authority. However, major mass participation events as exemplified by the London Marathon are normally held on closed roads and covered by temporary restrictions.

Motor racing events, other motoring competitions, and cycle racing events are covered by additional legislation if they are held on public roads. This type of temporary restriction cannot be used for a motor racing event. If temporary restrictions of this kind are to be used for other motoring competitions or cycle races, the Event Organisers must be aware of the need to comply with the additional legal requirements specific to the type of event being held. For further details, contact Roads.

A temporary restriction for a sporting or gala event is seldom required for a period greater than a few days. There are no regulations prescribing the procedure to be used for restrictions for this purpose, so it is up to each council to decide on a reasonable policy. As these restrictions are of short duration, it is the policy of Moray Council to adopt the same procedure as is used for temporary works of similar duration.

For each location, a temporary restriction up to a maximum duration of 3 days, once a year can be implemented using a “temporary notice” procedure.

If a restriction is required for a period exceeding three days or more than one restriction is required in the same location within a calendar year, then prior consent must be obtained from the Scottish Government. If this is obtained, then the “temporary notice” procedure can be used. However, applicants should be advised that six weeks’ notice should be given to allow time for the additional consent to be obtained.

There is no charge for processing an application for a temporary restriction for a sporting or gala event. However, major events may require substantial work in relation to the design and implementation of signing and barriers for the closures and diversion routes. If this is provided by the council, then it should normally be done on a rechargeable basis.

7.3 Parking Arrangements – On and Off Street

You must take into consideration that the existing public/private parking arrangements may be affected by the event. This, along with the required parking needs for the event, must be catered for. The location of the event

as well as the layout of the parking arrangements must be carefully considered. There may be a requirement to provide stewarding for the car parking arrangements as well as stewarding for the event.

There may be a requirement to provide temporary waiting restrictions for the event. Where parking restrictions are required it is the responsibility of the Event Organiser to apply to the local authority for a temporary no waiting restriction order. However it is good practice to consult with the Police prior to such an application. In addition the police retain the stocks of no waiting cones and liaison will be required to arrange for their deployment at the event.

7.4 Temporary Traffic Signs

There may be a requirement to provide temporary traffic signs for the event. The placing of the temporary signs will require to be approved. The costs for the provision of the temporary traffic signs are normally met by the Event Organiser(s). The number of signs required will vary depending on the scale of the event and the number and location of these should be discussed with the roads section.

7.5 Damage to Road Surface

It may be necessary to carry out an inspection of the location prior to and following the event to ensure that there has been no damage to the infrastructure.

7.6 Statutory Undertakers

There may be a requirement to notify statutory undertakers (gas, electricity, telecommunications services) of the event as they may require to plan their works in order to avoid the event. In an emergency it may be necessary for the statutory undertakers to access the event area in order to carry out emergency works. Access to known maintenance points should be kept clear.

8. OTHER IMPORTANT TOPICS

8.1 Risk Assessment/Insurance Requirements

For any public event you should complete a risk assessment and ensure that you/your organisation hold public liability insurance cover with a minimum indemnity of £5 million, or £10 million for events with expected attendance of 5,000. This figure is reflective of both current insurance market levels and the substantial damages that are being awarded to claimants by the courts. If hiring council premises you will be required to complete a risk assessment and hold sufficient public liability insurance.

The need for you to hold your own liability cover affords protection to you and your group/organisation. We live in an increasingly litigious society and without appropriate insurance cover; individual members of groups and organisations can be sued personally for damages.

If you need to arrange insurance cover for your event, there are a number of options open to you. You can approach insurance companies directly or you can use an insurance broker to arrange cover for you. There are specialist companies who provide short-term cover for events. Zurich Municipal also operates the community insurance centre that specialises in placing covers for public sector related business such as community councils/associations and other non-profit community organisations.

The Risk Assessment Guidance takes you through areas that you need to consider before holding your event. Its aim is to get you thinking about possible scenarios and outcomes and how you can control and influence these outcomes.

8.2 Working with Children & Young People

If your project involves working directly with children & young people, you should be aware of legislation regarding child protection.

Legislation now exists under Disclosure Scotland to screen employees who will be working with vulnerable people and children. Check Disclosure Scotland website for details.

Further Information relating to recording of incidents relating to lost children is attached at the end of this Guidance Note.

8.3 Data Protection

For information on specific requirements on data protection check Information Commissioner's Office website.

8.4 Publicity

The Event Organisers should arrange as much advanced publicity of the event as possible using the local media or by advising the affected residents of the proposed event. A sample press release template is included below.

Sample Press Release

(Put company/event logo at header if possible)

Issue Date:

Headline

This space is for the content of the press release.

Key points to include:

- the title of the event, the date and location
- key elements of what will be happening
- points of particular interest/any special guests/special events
- Is it free or is there a cost?
- Why is the event being held? (where necessary)
- Is it annual/regular/a one-off?
- contact details for booking or more information
- quotes from Event Organiser/relevant person

- ENDS -

Contact: *(Name of person to take follow-up calls from press)*

Email:

Tel:

Notes for Editors

(This is for extra information not to be published by the press. For example, details – inc. time, date and location – of a photo opportunity or background information about the project.)

Ends

9. CONTACTS

The following authorities/organisations/person(s) may need to be contacted:

- The Police, informing them of the location, dates, etc., and relevant information.
- The Scottish Fire & Rescue Service informing them of the location, dates, etc., and fire safety arrangements.
- The Scottish Ambulance Service, informing them of the location, dates, times, etc., and any other relevant information.
- British Red Cross or St Andrew's First Aid (depends on the size and nature of event) who may be able to provide first aid cover. (A minimum of four weeks' notice is required).
- The Maritime and Coastguard Agency will require informing of an event if activities are held near to the shore or on the sea.
- Insurance company/broker will need to be contacted to arrange appropriate insurance cover.
- Local institutions, i.e. hospitals, care homes, etc., businesses and surrounding properties should be informed of the event, where there will be either increased noise (e.g. music, fireworks, etc.) or where there may be possible problems with access/egress to their properties due to crowd/vehicle movement.
- The Civil Aviation Authority will require informing of an event if activities involve some form of flight or are held near an airfield. This includes informing them of professionally run fireworks displays.
- British Red Cross - for advice on first-aid provision
- St Andrew's First Aid - for advice on first-aid provision
- Scottish Fire and Rescue Service - for advice on all fire safety matters

Police Scotland - for advice on:

- Temporary traffic regulation orders
- Restrictions for road users
- Potential security implications

Non-emergency number: 101

For advice on events please call 101 and ask to be connected to the Moray Event Planning team at Buckie.

E-mail: NorthEastEventsPlanning@scotland.pnn.police.uk

HM Coastguard - for advice on beach & coastal safety matters

Scottish Ambulance Service - for advice on ambulance requirements

Civil Aviation Authority – for advice on where activities are held near an airfield or where professionally run fireworks displays or balloon launches are held.

BEAR (for trunk roads) - for advice on Temporary Traffic Restriction Orders and restrictions for road users